

# Director's Policy

Number: DP-28-R1

Effective Date: 3/19/15

Supersedes: DP-28 (12-2006)

Responsible  
Program: Office of Business and  
Economic Opportunity

**TITLE** Title VI of the Civil Rights Act of 1964 and Related Nondiscrimination Statutes  
**POLICY**

The California Department of Transportation (Caltrans), as a recipient of federal financial assistance, incorporates Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal-Aid Highway Act of 1973, Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973/Americans With Disabilities Act of 1990 (Title VI) into its programs, policies, activities, and services. This ensures that no person in the state of California is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in Caltrans programs, policies, activities, and services on the grounds of race, color, national origin, sex, age, or disability.

## INTENDED RESULTS

The intent of this policy is to identify, resolve, and include Title VI considerations in the planning and project delivery process, and with Caltrans partners, to ensure the public is not discriminated against, either intentionally or unintentionally, as a result of transportation decisions. This policy is consistent with other Caltrans policies: Equal Employment Opportunity (DP-01-R10); Environmental Policy (DP-04); Caltrans' Workforce (DP-11); Caltrans' Disadvantaged Business Enterprise Program (DP-13-R2); Working with Native American Communities (DP-19); Environmental Justice (DP-21); and Context Sensitive Solutions (DP-22) to ensure nondiscrimination, equal and equitable activities, and access to services.

## RESPONSIBILITIES

### Director:

- Ensures Caltrans actions and services are consistent with Title VI laws and regulations. (28 Code of Federal Regulations (C.F.R.) § 42.101 (2014).)
- Appoints a Title VI Coordinator pursuant to 23 C.F.R. part 200.9(a)(4) and (b)(1) (2014).
- Delegates daily operations of the Caltrans Title VI Program to the Assistant Director, Office of Business and Economic Opportunity (OBEO).

Assistant Director, OBEO:

- Promotes awareness of Title VI issues.
- Administers the Caltrans Title VI Program in the development and implementation of the Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration Title VI compliance program.
- Serves as the Caltrans Title VI Coordinator.
- Maintains the Title VI Program Plan.
- Provides technical expertise and training on Title VI matters.
- Conducts compliance reviews of divisions and districts to ensure compliance with Title VI requirements.
- Prepares and submits federal mandated reports.

Deputy Directors for Planning and Modal Programs and Project Delivery:

- Promote awareness of Title VI issues.
- Promote Title VI considerations in statewide planning and project delivery by ensuring compliance with Title VI requirements.
- Ensure local partners, as subrecipients, comply with Title VI Program requirements in planning and project delivery and ensure nondiscrimination.

District Directors:

- Promote awareness of Title VI issues.
- Appoint a Title VI Liaison.
- Submit Title VI Program Accomplishments/Goals Report annually, including program updates, as required by the Title VI Program Plan.

Chiefs, Divisions of Engineering Services and Procurement & Contracts:

- Promote awareness of Title VI issues.
- Ensure Caltrans' federally assisted contracts and procurements are consistent with Title VI requirements, including, but not limited, to the inclusion of nondiscrimination clauses.

Division Chiefs:

- Promote awareness of Title VI issues.
- Appoint a Title VI Liaison if required by the Title VI Program Plan.
- Submit Title VI Program Accomplishments/Goals Report annually, including program updates, as required by the Title VI Program Plan.

Managers and Supervisors:

- Promote awareness of Title VI issues.
- Actively support Title VI and ensure their employees understand and comply with Caltrans policies.
- Ensure employees receive Title VI training every two years.

District and Division Title VI Liaisons:

- Promote awareness of Title VI issues, requirements, policies, and procedures.
- Provide technical assistance to internal and external stakeholders regarding Title VI requirements.
- Collect data and report on Title VI activities, including outreach events and trainings.
- Assist with Title VI monitoring and compliance activities.

Employees:

- Comply with Caltrans policies regarding Title VI in their day-to-day activities.
- Complete Title VI training every two years.

*APPLICABILITY*

This policy applies to all Caltrans employees and extends to subrecipients, such as contractors, grantees, and local agencies that receive federal financial assistance from Caltrans.



MALCOLM DOUGHERTY  
Director



Date Signed